

**Summary of Revised Procedures  
for  
Titling and Registering Vehicles Sold by Licensed Dealers**

<b>Time Period</b>	<b>Dealer Action Needed</b>	<b>Outcome</b>
Within <b>first 30 days</b> after vehicle sale	Submit titling application and supplemental documentation, along with required fees and taxes, at any DMV service outlet. Online Dealers should submit their paperwork and fees/taxes in accordance with existing Online Dealer Program procedures.	DMV will create a system record of the vehicle title and issue a title to the lien holder or the appropriate party, as applicable.
	<b>If the MCO or assigned title is not available</b> because it is lost, currently held by another entity, or not available for reasons beyond the dealer's control: Submit the titling application and supplemental documentation, along with the required fees and taxes, at any DMV service outlet.  Retain the VSA-64 form from DMV for use later.	DMV will create a "title held" record and provide you with a VSA-64 form listing the paperwork you will need to bring to DMV at a later date to have the "held" removed.
	<b>If registration is also desired</b> , submit the registration application and applicable fees at any DMV service outlet. Online Dealers should submit their paperwork and fees in accordance with existing Online Dealer Program procedures.  <b>If you desire to issue a 2<sup>nd</sup> set of temporary plates</b> rather than metal plates, submit a completed DSD-40 form at the time you submit the title application and paperwork. Online Dealers should include the DSD-40 with the other paperwork submitted to DMV.  <i><b>Note:</b> Upon submission of the DSD-40 form and title application, taxes, and fees to DMV, the dealer may proceed to issue the 2<sup>nd</sup> set of temporary plates and a Temporary Certificate (DSD-5) to the vehicle purchaser that reflects an expiration date of no more than 30 days from the date of issuance. A copy of the DSD-40 and DSD-5 should be retained in the dealer sales jacket.</i>	DMV will give the dealer the option of obtaining metal plates or issuing a second set of temporary plates. If metal plates are desired, DMV will provide the plates to the dealer and enter the plate information on DMV's record.  The Motor Vehicle Dealer Board will review copies of completed DSD-40s and DSD-5s as part of their regulatory reviews of dealers.

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<b>Time Period</b>	<b>Dealer Action Needed</b>	<b>Outcome</b>
Between <b>31 and 60 days</b> after vehicle sale	<p><b>If you have obtained the paperwork needed to remove the “held” from the title record:</b> Take your VSA-64 form and the paperwork listed on it to any DMV service outlet.</p> <p><i><b>Note:</b> If using a Customer Service Center, go directly to the dealer window. There is no need to go to the information desk to obtain a queuing ticket.</i></p>	<p>DMV will remove the “held” from the title record.</p> <p>DMV will issue a title to the lien holder or the appropriate party, as applicable.</p>
	<p><b>If registration is desired</b>, submit the registration application and applicable fees at any DMV service outlet. Online Dealers should submit their paperwork and fees in accordance with existing Online Dealer Program procedures.</p>	DMV will issue metal plates and enter the plate information on DMV’s record.
	<p><b>If you have been unable to obtain the paperwork needed but registration is desired</b>, submit a registration application and applicable fees to any DMV service outlet if you wish to register the vehicle and obtain metal plates at this time.</p>	DMV will provide the plates to the dealer and enter the plate information on DMV’s record.
	<p><b>If you have been unable to obtain the paperwork needed and you desire to issue a 3<sup>rd</sup> set of temporary plates</b>, complete the DSD-40 form. Fax or mail it to the Dealer Services Work Center at DMV.</p> <p>After obtaining DMV approval, complete the dealer section of the DSD-44 reflecting an expiration date of no more than 30 days from the date of issuance. Provide the DSD-44 and the temporary plates to the vehicle purchaser.</p> <p><i><b>Note:</b> Written approval from DMV must be obtained prior to issuing the 3rd set of temporary plates. Retain copies of the DSD-40 and DSD-44 in the dealer sales jacket.</i></p>	<p>DMV will review your request and respond within 3 days. If your request is approved, written authorization will be provided in the form of a Temporary Certificate of Ownership/Authorization for Dealer to Issue Third Set of Temporary Plates (DSD-44).</p> <p>The Motor Vehicle Dealer Board will review copies of completed DSD-40s and DSD-44s as part of their regulatory reviews of dealers.</p>

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<b>Time Period</b>	<b>Dealer Action Needed</b>	<b>Outcome</b>
Between <b>61 and 90 days</b> after vehicle sale	<p>Take your VSA-64 form and the paperwork listed on it to any DMV service outlet. If registration (metal plates) has not been obtained previously for the vehicle, also submit a registration application and applicable fees.</p> <p><i>If using a Customer Service Center, <b>go directly to the dealer window</b>. There is no need to go to the information desk to obtain a queuing ticket..</i></p>	<p>DMV will remove the “held” from the title record.</p> <p>DMV will issue a title to the lien holder or the appropriate party, as applicable.</p> <p>DMV will issue metal plates if they have not previously been issued and record the plate information on the DMV record.</p> <p><b>Note:</b> <i>All vehicles must have metal plates by the end of the 90-day period following the vehicle sale.</i></p>